

LIBRARY TECHNICAL ASSISTANT I

PURPOSE AND NATURE OF WORK

Positions in this class perform routine library functions. Work includes assisting patrons at the circulation desk or at the children's reference desk, shelving books, performing data entry for ordering library materials, assisting with delivery routes, and processing interlibrary loans. Work involves standing or stooping for long periods of time, lifting books and pushing carts loaded with books. Positions report to a Librarian, Library Associate or Library Technical Assistant III, and are not supervisory.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Checks library materials in and out. Registers patrons and issues library cards. Collects money for fines. Maintains materials on the shelves in numerical and alphabetical order, and reshelves materials.

Searches via computer for materials requested through interlibrary loan, and processes materials for circulation to library patrons. Prepares materials for return mail, and for circulation to other libraries. Files associated paperwork.

Answers routine reference and informational questions at children's reference desk. Types memos. Mends damaged books and audio-visual materials. Keeps statistical records relative to participation in different programs.

Drives a library vehicle, and chooses materials to bring to patrons each day. Maintains records of books checked in and out. Manages bulk loans for daycare centers.

Performs pre-order searching of library online catalog. Enters data into computer ordering system. Displays newspapers in public browsing area. Adds duplicate copies of items to database.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of standard library practices, policies, procedures and equipment.

Knowledge of the Dewey Decimal classification system.

Ability to learn and use various computer systems and software as relevant to job duties.

Ability to communicate and work well with other employees and the public.

Ability to understand and carry out oral and written instructions.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation or equivalent, and some experience working in a library or bookstore setting, or in public service; or any equivalent combination of training and experience.